

Criminal Justice Coordinating Council

Information Technology Advisory Committee

Meeting Notes – November 15, 2001

There will be no December ITAC meeting.

**The next regular meeting of the
Information Technology Advisory Committee
Will be scheduled for January 17th**

The November 15th meeting of the Information Technology Advisory Committee, ITAC, was held in the Clerk of the Courts Conference Room, # 2500, in Superior Court for the District of Columbia, at 12:30. Chief Hedge chaired the meeting.

The following agencies were represented: the Superior Court of the District of Columbia, the Office of the Chief Technology Officer, the Youth Services Administration, the Pretrial Services Agency, the Office of the US Attorney, the Office of the Corporation Counsel, the Metropolitan Police Department, and the Criminal Justice Coordinating Council.

Due to a number of questions regarding which data is available from JUSTIS, the attached Agency Job Status Report was distributed. The ITLO explained that there were two measurements to be considered when discussing JUSTIS data.

The first is the total time frame represented by an agency's data. Although we would prefer that all agency's data go back to a 01/01/99, or earlier, start date, some agencies have been unable at this time to do so. Therefore, one must check to determine the time frame from each agency when making an inquiry or attempting to correlate data from different agencies.

The second is the latest update, or refresh, time and date. Although we would prefer either real-time data, or data updated on a daily basis, not all agencies have been able to complete the necessary automation. As a consequence, one must consider the date and time of the latest update when making an inquiry or attempting to correlated data from different agencies.

* The attached report was "actual" at the time of the 11/15/01 meeting. As a matter of course, it changes daily. I will pass out updated reports at each ITAC meeting.

1. The first agenda item was the JUSTIS Phase 3 project negotiation with KPMG. The “bridge” contract is in place and allows KPMG to maintain satisfactory operational and service levels while the Phase 3 contract is being completed. The VPN will be fully implemented and the work with several agencies to upgrade their data delivery is to be completed as part of this contract. The main difficulty at this point is waiting for hardware and software that had been ordered 60 days ago, and has yet to be delivered.

The Phase 3 contract is being held up by the ITLO’s inability to certify funds for the next phase. The amount of funds available has not been completely defined and the continuing resolution affects the fund certification process. The ITLO meets with the staff of the Deputy Mayor for Public Safety on 11/20 to attempt to resolve the issues.

The ITLO and KPMG have meet with all three ITAC Working Groups and the Agency Quality Assurance Contacts for detailed discussions of the work tasks proposed for Phase 3. All groups strongly support the work plans, approach and expected results. These meetings will not be restarted until the Phase 3 contract is finalized.

2. The JUSTIS project staff has completed additional presentations to various audiences. More notably, presentations were made to the Mayor and Cabinet and to the Technology Subcommittee of the Council of Governments.

The presentation to the Mayor and Cabinet was well received. The theme of the presentation was the method and approach that JUSTIS found to be successful, and the applicability of that approach to other “communities of common interest” within the District of Columbia. The success of the JUSTIS program gives credence to the plans and techniques of the city’s Chief Technology Officer and her approach to e-government. It was pointed out that without her support, this project would have had less chance of success.

The COG presentation was very warmly received. The central activity of this presentation was the demonstration of the inquiry function. The audience was very excited about the inquiry and wanted to make that functionality available to the surrounding justice community. We invited the agencies to follow up with logon applications, and assured them that we would take the proposals to the ITAC – where we expected them to be welcome.

3. The Metropolitan Police Department has assigned additional personnel from their department to work with the JUSTIS project. These personnel will be instrumental in completing the arrest data and obtaining the mug shot and PD 163 data. The MPD will be requesting a presentation of JUSTIS for selected agency personnel in the near future and we expect to receive logon applications from MPD before too long.

Since our last meeting, the project team met with the Pretrial Services Agency to discuss the future of JUSTIS and the possible relationship with the technology plans of PSA. The discussions indicated that as PSA formulates their plans, the Data transfer function of JUSTIS could become a foundation for a data transfer program that would become a core function for the entire justice community, or nothing more than an ancillary program, with the community depending upon agency data transfer plans.

4. The PSA discussion led to a discussion of other postures JUSTIS might assume. At the last meeting the ITAC discussed JUSTIS becoming larger with dedicated “communities of common interests” building upon current JUSTIS membership. At this meeting, the ITAC determined that course of action should be perused with Child and Family Services (CFSA).

In the same manner that YSA, OCC and DCSC take advantage of the security, access controls and access methodology offered by JUSTIS, other agencies such as OCC, DCSC, YSA and CFSA can also build better information sharing facilities.

Judge Hedge is prepared to build the coalition to establish this new “family”. A number of ITAC members indicated they would like to participate in the discussions and planning. Judge Hedge asks all ITAC members to discuss the issues with their agency heads and other pertinent agency personnel. If any would like to participate in the discussion of the options JUSTIS might offer, they are to contact her directly at hedgeb@dcsc.gov

The consensus of the membership was that JUSTIS stands at the cusp of becoming a core structure for the entire justice community. To fulfill that mission, the system must be funded through normal channels, must be adequately staffed, and absolutely must be able to react to problems within an hourly / daily time frame.

5. The ITLO discussed the difficulties discovered when attempting to make announcement through JUSTIS. For example, when recent announcements about downtime were made, it was obvious that not everyone received notice.

Current practice is to contact each agency’s Information Technology Security Officer. They are then asked to communicate throughout their agency. This has not proven to be effective.

The ITLO requested that the team be able to post messages on the system, just “behind” the current warning screen. This would cause the user to see the warning screen, and when that screen is cleared, any messages or system announcements would then appear. This would add an extra step to the access process whenever an announcement was made. We would continue to make

the announcements to each ITSO, and would continue to ask them to pass announcements through their agencies.

The ITAC approved this approach.

6. The JUSTIS Inquiry output or reports have been modified to more closely match the output of the new Division of Correction system output. A separate notice of a review period will be sent to all ITAC members. Each member will be asked to forward any objections or suggestions to the ITLO prior to 11/30/01.
7. The last item discussed was the forum and method to discuss additional data that agencies might need now that they have had an opportunity to use the basic data sets on JUSTIS. Several alternative approaches were discussed. The ITAC agreed that the ITAC was the appropriate forum/level to discuss additional data requirements.

Judge Hedge suggested that the ITLO organize a “JAD” type session for the sole purpose of interagency exchange of new data requirements. The ITLO will plan for a January JAD session for this purpose. To reduce interference from calls and daily business, the JAD will be planned for an evening session.

8. The ITLO asked if a December ITAC meeting should be scheduled. The ITAC indicated that the next meeting should be planned for January.

The next regularly scheduled ITAc meeting will be January 17, 2002.